

DUTY STATEMENT

Classification: Energy Analyst	Position No. 8100-5837-0xx (Vacant)
CBID: R10	Office: Supply Analysis Office
Date Prepared: March 29, 2019	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the direct supervision of the Electric Generation System Specialist III in the Supply Analysis Office (SAO), within the Energy Assessments Division (EAD), the incumbent performs economic and mathematical analyses of average difficulty regarding the electricity system market and electricity system operations. Analysis performed by the incumbent provides decision-makers and the public with timely, useful information and objective analyses of electricity systems, markets, and issues. The incumbent serves as a team member on medium- to large-scale projects.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
40%	Assists in collecting, evaluating, and preparing electricity system data used to update and refine the production cost model for analysis of electricity systems in California and the West, using public, commercial, and confidential datasets. Electricity system data collected includes, but is not limited to, information related to electricity generation resources, fuels used to generate electricity, the transmission system, energy demand, and other system characteristics for California's electricity system, as well as the Western Electricity Coordinating Council system. Identifies, recommends and implements engineering and operation assumptions to be represented in the prepared data, and evaluates the impacts of those assumptions on model results. Contacts and works with internal and external electricity system experts to understand the available data and appropriate interpretation of the data. (E)
20%	Analyzes current and future electricity system markets and electricity system operations and assists in the preparation of studies, reports, papers, and presentations. Synthesizes and communicates complicated information in a simple consumer-friendly manner. Assists in the preparation of reports and presentations on issues associated with electricity market developments. (E)
15%	Reviews and analyzes integrated resource plans (IRPs) and procurement filings pertaining to local publicly owned electric utilities (POUs) as required by existing law. Assists in developing staff's determination and documentation of these IRPs' and filings' consistency and compliance with statute. Supports efforts to update

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CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



	guidelines that govern the collection of data and information pursuant to Public Utilities Code section 9622. Compiles data and information needed for system analysis, useful to electricity market participants, and necessary to measuring policy goal achievements. Works with public utilities to ensure data reporting requirements for integrated resource plans are met. (E)
10%	Assists in developing of analytical tools for processing inputs for and outputs from production cost model simulations, using databases, excel spreadsheets, and other software tools. Creates documentation on the functionality and use of the analytical tools. (E)
10%	Monitors and, as requested by Energy Commission management, participates in CPUC, CAISO, WECC, and other agency proceedings and activities identified by management. Incumbent attends webinars and workshops; reviews papers, proposals, and comments; and engages with agency staff and other participants as appropriate. The incumbent may provide the Energy Assessments Division, other divisions, the Executive Office, and Commissioners briefings and updates on the proceedings, decisions being made, and the impact those decisions could have on the electricity system. Specific proceedings topics to monitor include integrated resource planning proceeding. (E)
5%	Performs other duties as required consistent with the specifications of this classification. (M)

WORKING CONDITIONS: Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. Some travel may be required to attend off-site meetings or to participate in workshops and hearings. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
_____ Vacant Energy Analyst		_____ Mark Kootstra Electric Generation System Specialist III	
Date		Date	